



Department of Community Development
777 Lynn Street
Herndon, Virginia 20170-4602

HERITAGE PRESERVATION REVIEW BOARD

APPLICATION FOR AN AMENDMENT TO AN APPROVED APPLICATION

The undersigned hereby applies for a Certificate of Appropriateness for an Amendment to an Approved Application located in the Heritage Preservation Overlay District under the provisions of § 78-202.8 of the Herndon Town Code. The undersigned certifies that all information in this application is true and correct. That the requirements of this application have been read and are understood. The undersigned also understands that staff recommends that he or a duly appointed representative attend the public hearing. Submittal of this form with original signatures is required. PLEASE PRINT OR TYPE (Unless otherwise indicated.)

Subject Property Information

Address of Subject Property:
Brief Description of Proposal:
Name of Business Establishment Associated with this Application:
Building/Development Name:
Lot area (site area):
Type of Use (please specify whether commercial, industrial, office, residential, or other):
Related Applications or Plans (i.e. Site Plan, Plan Revision, SE, BZA) and Date of Approval (if applicable):

Applicant Information

Name and Title of Property Owner:
Mailing Address of Property Owner:
Telephone Number(s) where Property Owner may be reached:
Fax number of Property Owner:
E-mail address of Property Owner:

Signature of Property Owner (Applicant):

(Original Signature Required)

HERITAGE PRESERVATION REVIEW BOARD

AMENDMENT TO AN APPROVED APPLICATION - continued

Agent or Representative Information (If different than above.)

Name and Title of Agent or Representative: _____

Mailing Address of Agent or Representative: _____

Telephone Number(s) where Agent or Representative may be reached: _____

Fax number of Agent or Representative: _____

E-mail of Agent or Representative: _____

Signature of Agent or Representative:

(Original Signature Required)

Tenant Information (if applicable)

Name and Title of Tenant: _____

Mailing Address of Tenant: _____

Telephone Number(s) where Tenant may be reached: _____

Fax number of Tenant: _____

E-mail of Tenant: _____

Signature of Tenant:

(Original Signature Required)

For Office Use Only:

Application Received by:	Date:
Fee Paid:	Case No:
Public Hearing Date:	Action:
Tax Map Reference Number:	Zoning District:
Status of Taxes: <input type="checkbox"/> Paid <input type="checkbox"/> Delinquent	

HERITAGE PRESERVATION REVIEW BOARD
AMENDMENT TO AN APPROVED APPLICATION - continued

APPLICATION REQUIREMENTS

Item

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| 1 |
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 One (1) letter describing the proposed amendment to the approved application and a list of all materials submitted.
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 One (1) completed application form with all required signatures, including the signature of the property owner on which the structure is located.
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 Application fee payable by either check, cash or credit card.
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 Labeled photographs of all of areas and/or elevations that are affected by the proposed amendment.
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 When applicable, eight (8) copies of the elevation drawings. The amendment details and all proposed materials, colors and their locations must be shown on each drawing. (All elevation drawings must be to scale and scale must be indicated.)
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 When applicable, eight (8) folded copies of the approved Site Plan.
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 When applicable, samples of all exterior building materials proposed for the alteration, including but not limited to brick, mortar, siding, roofing, glass, paint and stain colors. Samples are not to exceed one square foot.
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 Eight (8) copies of the manufacturer's cut or spec. sheets for all exterior elements such as light fixtures, windows, doors and ornamental features, etc.
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 One (1) electronic copy of the drawings, Site Plan, photographs (if digital), cut sheets and any other required materials that are available electronically. Architecturals must be in pdf format.